

# CCH<sup>®</sup> *Tagetik* | **ACADEMY**



Academy Catalogue -  
Implementers-

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This document contains the CCH® Tagetik Academy courses catalogue, with detailed information about optimal learning paths, duration, audience, prerequisites and topics covered in each course.

### Learning Paths

We designed recommended Learning Path to maximize your investment in Education, according to your Role. Each Learning Path shows the recommended classes and actions for an efficient on-boarding and fast enablement as a CCH® Tagetik Product Specialist, Expert or Champion. These learning path can focus on Consolidation or Budgeting&Planning.

After the learning path, you will find detailed information for each Course.

### Course Delivery

All Academy courses are run as 'Live' classroom training. Instructor's explanations are conducted on a training environment and supported by PowerPoint slides. In order to make the training more efficient and interactive as possible, every attendee is asked to perform a series of hands-on workshops on a standard remote application.

All training courses are based on Tagetik 5 with the .NET Reporting Client and include the following training material:

- User Manual with theory, tips and workshops,
- Interactive e-learning to review topics or see additional examples (for selected courses)
- Quick Reference card.

The minimum number of attendees for a training course is 3, the maximum is 10.

**Note:** In the case of special requirements, some training courses can be delivered as a Virtual Classroom Training, remotely led. We recommend live classroom as best practice.

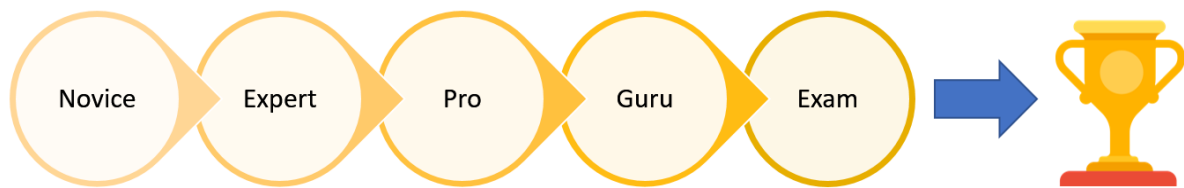
### Course Location

Courses can be held at Tagetik offices or on-site at the customer location. For further information, please contact us at [tkg-dl-academy@wolterskluwer.com](mailto:tkg-dl-academy@wolterskluwer.com) or your local Academy representative:

- **Corporate:** [tkg-dl-academy@wolterskluwer.com](mailto:tkg-dl-academy@wolterskluwer.com)
- **Central Europe & Nordic:** [tkg-dl-edu.benelux@wolterskluwer.com](mailto:tkg-dl-edu.benelux@wolterskluwer.com) or [tkg-dl-edu.dach@wolterskluwer.com](mailto:tkg-dl-edu.dach@wolterskluwer.com)
- **South & West Europe:** [tkg-dl-edu.france@wolterskluwer.com](mailto:tkg-dl-edu.france@wolterskluwer.com)
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- **APAC.:** [tkg-dl-edu.apac@wolterskluwer.com](mailto:tkg-dl-edu.apac@wolterskluwer.com)
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## Planning Learning Path



The Planning learning path represent the ideal journey to become a CCH® Tagetik Planning Champion. Every step represent a Milestone that is composed of a set of courses. For detailed information, have a look at each course page.

### Novice\*

- **Data Model:** standard class
- **Output Reporting:** standard class
- **Data Collection:** standard class

**On-line Test:** final self assessment for Product Specialist

\*No assessment for this milestone.

### Expert

- **Budgeting & Planning:** standard class
- **AIH Basics:** standard class
- **System Administrator:** standard class
- **On-line Assesement:** final self assessment for Product Expert

### Pro\*

This Milestone contains a combination of Topics, that focus on the advanced and complex requirements in Planning implementations. Examples are MDX best practices or complex Allocations

### Design Guru

This training course covers the fundamentals to enable attendees to design a CCH Tagetik application. This design class contains both Planning and Consolidation business cases.

### Champion Exam

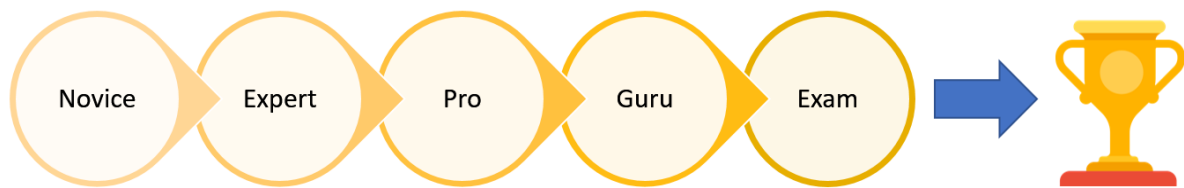
This two days exam, will test the attendee's capability to face the most common challenges in a CCH® Tagetik project.

**Passing the Champion Exam will certify that you are a Planning Champion**

\* Planning product expert available from Q4 2019



## Consolidation Learning Path



The Consolidation learning path represent the ideal journey to become a CCH® Tagetik Consolidation Champion. Every step represent a Milestone that is composed of a set of courses. For detailed information, have a look at each course page.

### Novice\*

- **Data Model:** standard class
- **Output Reporting:** standard class
- **Data Collection:** standard class

**Novice status can be reached through the Novice Bootcamp as well.**

\*No assessment for this milestone.

### Expert

- **Consolidation:** standard class
- **Collaborative Office:** standard class
- **System Administrator:** standard class
- **On-line Assessment:** final self assessment for Product Expert

### Pro\*

This Milestone contains a combination of Topics, that focus on the advanced and complex requirements in Consolidation implementations. Examples are Legal structure management and First Consolidation best practices.

### Design Guru

This training course covers the fundamentals to enable attendees to design a CCH Tagetik application. This design class contains both Planning and Consolidation business cases.

### Champion Exam\*

This two days exam, will test the attendee's capability to face the most common challenges in a CCH® Tagetik project.

**Passing the Champion Exam will certify that you are a Consolidation Champion**

\* Consolidation Product Expert + Exam available from December 2019



## Overview Training

**Duration:** 1 day

**Price and Dates:** [www.tagetik.com](http://www.tagetik.com) (Services > Education)

**Audience:** Project team members

**Prerequisites:** None

**Objectives:** The Overview Training course will provide attendees with the basic knowledge of CCH® Tagetik. The aim is to provide all involved team members, in a project, with the minimum skills necessary to cooperate efficiently. In addition another goal is to ensure that a high quality analysis phase takes place at the beginning of the project to create the conditions for an effective and productive project team awareness.

### Topics:

1. Software architecture.
2. Dimensions.
3. Software interfaces.
4. Available methods for loading and processing Data.
5. High-level description of Reporting tool:
  - a. Main concepts of Forms design.
  - b. Navigation and Data Entry modes.
6. How Tagetik approaches the business processes.
7. General Tips & Techniques and Best Practices.



## Data model

**Duration:** 1 day

**Price and Dates:** [www.tagetik.com](http://www.tagetik.com) (Services > Education)

**Audience:** Administrators and Implementers

**Prerequisites:** None

**Objectives:** This training course covers the basics of system dimensionality: data model definition and maintenance, aggregation structures, and relevant information for each Dimension.

### Topics:

1. CCH Tagetik architecture
2. Familiarization
3. Aggregation Structures
4. Interface navigation
5. Data model design
  - a. Periods
  - b. Scenarios
  - c. Categories
  - d. Accounts
  - e. Entities
  - f. Custom dimensions

### Additional info:

- Interactive E-learning as additional asset included



## Output Reporting

**Duration:** 2 days

**Price and Dates:** [www.tagetik.com](http://www.tagetik.com) (Services > Education)

**Audience:** Administrators, Power user and Implementers

**Prerequisites:** Data Model course & basic knowledge of MS Excel functionalities

**Objectives:** This training course covers the basic reporting features for data browsing and data entry which represent the pillars for any CCH® Tagetik implementation.

### Topics:

1. CCH® Tagetik Reporting introduction
2. Excel Client overview
3. Usage of a Form (Design, Navigation and Data Entry)
4. Parametric Forms
5. Basic dynamic forms
6. Formatting best practice
7. Maintenance best practice
8. Basic usage of CCH® Tagetik style
9. Tips & Tricks

### Additional info:

- Interactive E-learning as additional asset included





## Data Collection

**Duration:** 1 day

**Price and Dates:** [www.tagetik.com](http://www.tagetik.com) (Services > Education)

**Audience:** Administrators and Implementers

**Prerequisites:** Data Model and Output Reporting

**Objectives:** This training course covers the basics of the application process setup and all the main features for collecting data

### Topics:

1. Usage of a Process cockpit
2. Application process design
  - a. Business workflow setup
  - b. Application process setup
3. Data collection
  - a. Data entry form design and usage
  - b. Predefined ETL usage
  - c. Custom ETL usage
  - d. Quick Data Loader usage
  - e. Journal creation
  - f. Data processing overview

### Additional info:

- Interactive E-learning as additional asset included



## Consolidation

**Duration:** 2 days

**Price and Dates:** [www.tagetik.com](http://www.tagetik.com) (Services > Education)

**Audience:** Administrators, Implementers and Consolidators

**Prerequisites:** Data Model, Output Reporting and Data Collection

**Recommended:** Basic Knowledge of Financial Consolidation.

**Objectives:** This training course covers the skills necessary to implement a full basic consolidation process. This course covers standard consolidation-related features such as Intercompany Reconciliation, Accounting Standard Principles and typical consolidation methods.

**Topics:**

1. Contributor Overview:
  - a. Original data collection.
  - b. Entity Journals.
  - c. Submission/Approval process.
2. Basic Administration overview:
  - a. Data Model configuration
  - b. Data collection/Consolidation Process configuration.
  - c. Consolidation Scenario and Consolidation scope.
3. Consolidator data processing setup:
  - a. Automated Elimination Logics
  - b. Ownership structure register management
  - c. Minorities Interests calculation
  - d. Currency Conversion
  - e. Equity Evaluation
  - f. Validation Rules.
4. Consolidator duties:
  - a. Consolidator duties on Original Scenario.
  - b. Consolidator duties on Consolidation Scenario
  - c. Data Analysis.
5. Tips & Techniques and Best Practices.



## Budgeting and Planning

**Duration:** 2 days

**Price and Dates:** [www.tagetik.com](http://www.tagetik.com) (Services > Education)

**Audience:** Administrator, Implementers IT Professional

**Prerequisites:** Data Model, Output Reporting, Data Collection, Database file management, basic SQL Scripting Language (recommended)

**Objectives:** This training course covers the skills necessary to follow the full budgeting process: from data loading, to customization of specific calculation logics through the implementation of advanced calculations (MDX-like). The course will also provide the ability to implement Profitability model leveraging the CCH® Tagetik built-in Allocation Engine. In addition all skills necessary to create advanced and powerful Excel forms are included.

### Topics:

1. Budgeting Process setup
2. Advanced Reporting tools:
  - a. Query Management
  - b. Data Processing Management
  - c. Check expressions
  - d. Spreading and Break back
3. Assets depreciation tool
4. Closing & Allocation Process Overview:
  - a. Rules Structure
  - b. Allocation Rules and details
  - c. How to set an Execution Plan and to start data processing
  - d. C&A Specific Reporting tools
5. Calculation logics:
  - a. Standard calculation
  - b. MDX-like calculation scripting language (TGKML)
  - c. Forecast Models
  - d. Rolling Forecast
  - e. Snapshot Scenarios
  - f. Monthly Splitting
6. Tips & Techniques and Best Practices



## Collaborative Office

**Duration:** 1 day

**Price and Dates:** [www.tagetik.com](http://www.tagetik.com) (Services > Education)

**Audience:** Administrators and disclosure Contributors

**Prerequisites:** Data Model and Output Reporting (only for CCH® Tagetik integrated implementation)

**Objectives:** This training provides a basic overall knowledge of the set of processes available with CCH® Tagetik Collaborative Office. The attendees learn how to design collaborative documents, how to distribute the duties among the contributors as well as how data is retrieved from CCH® Tagetik or external attachments.

### Topics:

1. Uses of CCH® Tagetik Collaborative Office.
2. General overview.
3. Explanation of the most commonly used Front Ends (Web & Word).
4. Administrator's duties:
  - a. Document Type.
  - b. Document Activity .
  - c. Workflow Definition.
  - d. User Rights.
  - e. Collaborative Office Document creation.
5. End-user's duties:
  - a. Overview of available functionality.
  - b. Editing a Document Section.
  - c. Compare multiple documents & track changes.
  - d. Submission/Approval of Document and Sections.
    - a. Create a complete Document.
6. Tips & Techniques and Best Practices.



## AIH Basics

**Duration:** 2 days

**Price and Dates:** [www.tagetik.com](http://www.tagetik.com) (Services > Education)

**Audience:** Administrators, IT Professional and Implementers

**Prerequisites:** Data model, Output reporting, Database file management, SQL Scripting Language (recommended)

**Objectives:** This training course covers the skills necessary to implement an AIH. Attendees will be taught the difference between Financial and Analytical Workspaces, how to create Analytical Dimensions and all kind of Datasets included logical, virtual and reference tables. The course will provide the ability to configure the AIH calculation engine, called Data Transformation Package, and the usage of Data integration tools into the business workflow. Moreover attendees will learn to use Analytic Information Hub reporting side.

### Topics:

1. Analytical Workspace and Financial Workspace
2. Analytical Dimensions and Datasets
3. Data Transformation Package
4. Data integration tools (QDL, Datasource Mapping)
5. Analytical Workspace on reporting side
6. Virtual Datasets
7. Import/Export
8. Introduction to Special Method Parameters



## AIH Advanced

**Duration:** 2 days

**Price and Dates:** [www.tagetik.com](http://www.tagetik.com) (Services > Education)

**Audience:** Administrators, IT Professional, Implementers with advanced Product knowledge.

**Prerequisites:** AIH basic training, expertise in use of AIH, SQL Scripting Language.

**Objectives:** This training course covers the skills necessary to discuss, evaluate and choose among different design solution for AIH, including also technical considerations and advanced features to apply in actual implementations. In the hands-on workshop all advanced configurations of datasets and DTP will be reviewed.

### Topics:

1. General overview and specific consideration of design
2. Technical design guidelines
3. Solution design workshop and discussion
4. Datasource mapping
5. AIH tables and Dictionary use
6. Advanced use of Virtual Datasets
7. AIH Parameters
8. Special methods
9. DTP filtering methods
10. Reference dataset level type
11. Grouping function
12. Cell field on reporting
13. Drill-through to analytical detail



## Solvency II

**Duration:** 1 day

**Price and Dates:** On-demand Course

**Audience:** Administrators

**Prerequisites:** Data Model

**Objectives:** The CCH® Tagetik Solvency II training course will provide attendees with the knowledge of how to navigate within the CCH® Tagetik Solvency II Pre-Package Solution (PPS). Another goal is to learn how to extend the data model of the Solvency II template with customer specific information, such as entities and the organization hierarchy.

### Topics:

1. Implementation scenarios for CCH® Tagetik Solvency II
2. Project approach, resourcing and attention points
3. Introduction CCH® Tagetik Solvency II PPS
4. QRT analysis
5. Data delivery methods
6. Data model additions (based on best practice)
7. Consolidation (solo vs. group)
8. Other (local) reporting requirements: Nationale Staten, ZIN (if applicable)



## Lease Accounting Solution (IFRS 16 & ASC842)

**Duration:** 2 days

**Price and Dates:** [www.tagetik.com](http://www.tagetik.com) (Services > Education)

**Audience:** Administrators and/or key users and project team members, Implementers

**Objectives:** This 2-days standard training gives insights in navigating within the CCH® Tagetik Lease Accounting Solution, both from an End uUer and Administrator perspective. Also an important part of this training is to get familiar with the CCH® Tagetik terminology, which is an important asset for successful meetings in the design phase. Moreover, this training will provide the ability to exploit all the prepackaged tools (e.g. data entry reports, ETL, carryforward functions, data model) thanks to different hands-on sessions performed throughout the course.

**Topics:**

1. Lease Accounting Solution overview
2. Behind the solution: Lease Accounting & AIH
3. Lease Accounting data model
4. Lease Accounting standard import ETL
5. Lease Accounting process configuration
6. Lease Accounting advanced functionalities





## IFRS17

**Duration:** 2 days

**Price and Dates:** [www.tagetik.com](http://www.tagetik.com) (Services > Education)

**Audience:** Implementers and Implementer Partners (currently working on projects or with prior authorization)

**Prerequisites:** Knowledge of IFRS17 Regulation and CCH® Tagetik Administration. AIH Basic course is recommended.

**Objectives:** This training course provides consultants with a foundation in the usage and configuration of the IFRS17 Starter Kit, in addition to an introduction to the main topics of the IFRS17 accounting Standards.

During the course users will gain knowledge on the IFRS17 starter kit, its engine, the inputs which are required to the tool and configuration tables. As well as theoretical topics, the course includes a number of hands on workshops and practical case studies.

### Topics:

1. Introduction to the IFRS including Illustrative Examples
2. IFRS Solution Architecture and Engine
3. Standard IFRS Workflow and Calculation Steps
4. IFRS Input Datasets
5. IFRS Configuration and Reference Tables
6. IFRS Reporting
7. Case Study on BBA and PAA methods



## ETL Foundation

**Duration:** 1 day

**Price and Dates:** [www.tagetik.com](http://www.tagetik.com) (Services > Education)

**Audience:** Administrators, Data integration specialists and Implementers

**Prerequisites:** Data Model (mandatory), Output Reporting & Data Collection (recommended) training, SQL programming language, understanding of ETL concept & processes

**Objectives:** This training covers the basics of the CCH® Tagetik ETL module configuration and provides best practices. The attendees will configure an ETL with mapping functionality that can load financial data for a Tagetik implementation.

With this knowledge you can also update existing ETL's with new functionality according to changes and/or new requirements.

**Topics:**

1. Introduction
2. ETL Overview
3. ETL Definition
4. Structure (ETL Domain)
5. E - Extraction
6. T - Transformation
7. L - Loading
8. Definition and Execution (data processing)
9. Troubleshooting and data analysis
10. Utilities



## Functional Application Management

**Duration:** 1 day

**Price and Dates:** [www.tagetik.com](http://www.tagetik.com) (Services > Education)

**Audience:** Administrators and Implementers

**Prerequisites :** Data Model

**Objectives:** the Functional Application Management (FAM) course will give anybody who has an Administrator role the necessary skills to maintain the CCH® Tagetik application. During the course students will learn to get an application ready for the coming year. But also learn how to adjust the application in case of mergers, acquisitions, new accounts, new products or any other changes in the datamodel. In most companies changes to the datamodel will occur on regular basis. It's important that administrators are aware of the implications of these changes and when they need to run a deployment. This course aims to make Ccompanies less dependent of their CCH Tagetik Implementation partner

### Topics:

1. Maintain datamodel
2. Maintain workflow & process
3. Maintain consolidation
4. Other application management tools



## Technical Overview training

**Duration:** 1 day

**Price and Dates:** On-demand Course

**Audience:** IT Professional, Help Desk and Implementers

**Prerequisites**

- Knowledge of MS Office Excel, Word and PowerPoint usage and configuration
- General experience with Windows, Mac, or Linux-based computers

**Objectives:** The CCH® Tagetik Technical Overview course will provide attendees with the basic introduction to Tagetik applications from a technical perspective including an overview of the application architecture and the additional components that make up the CCH® Tagetik family of products. The course will also discuss basic maintenance, upgrading, and troubleshooting. The goal of this course is to provide anyone with minimal or no background in CCH® Tagetik and with any level of technical skills with the understanding of the technical architecture of Tagetik.

**Topics:**

1. Introduction to Core CCH® Tagetik Application Architecture and infrastructure
2. Important Aspects of Resource Estimation
3. Overview of Installation/Upgrade of the Application and Add-in
4. Introduction to Additional Tagetik Components and Integrations
5. Introduction to Basic Maintenance, Operations, and Troubleshooting



## Technical In-depth training

**Duration:** 3 days

**Price and Dates:** On-demand Course

**Audience:** IT, Help Desk or Consulting personnel

### Prerequisites

- Topics covered in CCH® Tagetik Technical Overview Training Course
- Experience in the following areas
  - Database Management
  - Usage and management of a JEE compliant application server
  - Microsoft Office Add-ins
  - Basic administration and configuration of Windows and/or Linux

**Objectives:** The CCH® Tagetik Technical In-depth Training course will provide attendees with an in-depth and hands-on look at Tagetik architecture, installation procedures and configuration. Through exercises students will learn Tagetik's technical architecture and the basics of installing Tagetik on a Windows OS with JBoss/ SQL Server. This course provides a technical overview of the Tagetik suite of products and how each interacts with the others via the infrastructure. The installation of the CCH® Tagetik .Net Office Add-in will also be presented. Upon completion of this course, students should be able to install and upgrade Tagetik with JBoss/SQL Server, understand the same procedures with other application servers and RDBMS, perform some simple configuration tasks and troubleshoot basic problems.

### Topics:

1. Detailed review of CCH® Tagetik Architecture both server-side and client-side
2. Introduction to Tagetik Resource Estimation
3. Introduction to Installation of Tagetik-with Windows/JBoss/SQL Server
4. Introduction to Tagetik .Net client(s)
5. Upgrade of Basic Tagetik components
6. Technical Overview of other Tagetik Components including Introduction to Basic Maintenance, Operations, and Troubleshooting



## Design Guru

**Duration:** 2 days

**Audience:** Implementers with advanced Product knowledge

**Prerequisites:** "Product Expert" Milestone or a background of at least 5 projects (either on Planning or Consolidation)

**Objectives:** This training course covers the fundamentals to enable attendees to design a CCH Tagetik application. After introducing some of the main drivers to consider when designing a solution and discussing a business case, 4 workshops will allow the attendees to learn how to convert customer requirements into an effective design (# of applications, Data-model, Process workflow), discussing with the trainer and the class pro and cons of the design decisions.

### Topics

For every business case analyzed, the focus will be on:

